

CSU JOB AIDS

B50 - LEAVE BENEFIT TRANSACTION ENTRY

TRANSACTION	CODE	Complete fields as indicated: (X = required, -- = blank)			
		AMOUNT	SSN	LB	TIMEBANK
Use	01	X	--	--	--
Use - Family	02	X	--	--	--
Use – Extended Bereavement Leave	BL	X	--	--	--
Use - In Lieu of Sick Leave	04	X	--	--	--
Use - In Lieu of Excess Hours	IE	X	--	--	--
Use - In Lieu of Family Sick Leave	71	X	--	--	--
Use – FMLA	FM	X	--	--	--
Earn	05	X	--	--	--
Earn - Straight CTO & Holiday CTO	06	X	--	--	--
Earn - Premium CTO & Holiday CTO	07	X	--	--	--
Earn - FLSA Premium CTO	08	X	--	--	--
Accrual	10	★	--	--	--
Begin Balance - Accrued & Earned Benefits	24	X	--	--	--
Begin Balance - Regular CTO	25	X	--	--	--
Begin Balance - FLSA Premium CTO	26	X	--	--	--
Begin Total - Usage Only Benefits	27	X	--	--	--
Buy Back	34	X	--	--	--
Cancel	35	X	--	--	--
Cash Out	36	X	--	--	--
Lump Sum	37	★	--	--	--
Transfer TO EE (Key for employee who is giving time)	44	X	+	+	--
Transfer From EE (Key for employee who is receiving time)	45	X	++	++	--
Transfer TO LB (Key for benefit giving time)	46	X	--	X	--
Transfer From LB (Key for benefit receiving time)	47	X	--	X	--
Transfer To Release Time Bank (Union)	48	X	--	--	X(CBID)
Disability Waiting Period	DW	X	--	--	--
Pending IDL	PI	X	--	--	--
Pending TD	PT	X	--	--	--
Restore Hours - IDL	RI	X	--	--	--
Restore Hours - TD	RT	X	--	--	--
Supplementation - IDL	SI	X	--	--	--
Supplementation - TD	ST	X	--	--	--
Adjust - Credit (DO NOT use unless instructed by SCO)	14	X	--	--	--
Adjust - Debit (DO NOT use unless instructed by SCO)	15	X	--	--	--

- ★ amount is system generated
- + enter SSN and benefit of receiving employee
- ++ enter SSN and benefit of donating employee

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S50 - STATE SERVICE TRANSACTION ENTRY

On the S50-SS Transaction Entry screen, complete fields as indicated:					
TRANSACTION	TRANS CODE	<u>TIME WORKED</u> DYS HRS		FRACT MO	SS CREDIT
Beginning Balance used for: <ul style="list-style-type: none"> Employee new to LAS Employee returning to LAS after a period of ineligibility 	BB	N/A	**	Erase/EREOF if data is displayed ENTER carryover fractional amount <u>or</u> Leave blank if zero	Erase/EREOF if data is displayed ENTER total State Service (ENTER 0 for zero balance)
Full Time Accrual (SS CREDIT)	CR	N/A	N/A	N/A *	N/A *
Fractional Month Accrual (FRACT MONTH)	FM	N/A	N/A	N/A *	N/A *
Non-qualifying Leave Period (NQLP)	NQ	N/A	N/A	N/A *	N/A *
Hourly Intermittent <ul style="list-style-type: none"> Hours worked toward State Service credit 	HW	N/A	X	N/A	N/A
Timebase Adjustment + <ul style="list-style-type: none"> Adjustment of hours worked due to a timebase change involving intermittent hours 	TH	N/A	X	N/A	N/A

* Data required in these fields will be system generated.

** Enter carryover hours for positive paid, monthly (Roll Code 3) employees.

+ When keying this transaction, always select intermittent EPH from the POSITION SELECTION screen.

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LEAVE BENEFITS

LEAVE BENEFIT	BENEFIT TYPE	ID	RATE OF MEASURE
Administrative Time Off	usage only	AT	hours
Compensating Time Off	earned	CT	hours
Dock	usage only	DK	hours
Emergency Military Leave (Days)	usage only	EM	days
Emergency Military Leave (Hours)	usage only	HE	hours
Excess Hours	earned	EH	hours
Family Medical Leave Act	usage only	FM	hours
Funeral Leave	usage only	FL	hours
Holiday CTO	earned	HT	hours
Holiday Credit	earned	HC	hours
Holiday Informal Time Off	earned	HI	hours
Jury Duty	usage only	JD	hours
Maternity/Paternity/Adoption Leave	usage only	MP	days
Military Leave (Days)	usage only	ML	days
Military Leave (Hours)	usage only	MH	hours
Personal Holiday	accrued	PH	units
Sick Leave	accrued	SL	hours
Subpoenaed Witness	usage only	SW	hours
Union Time Off	usage only	UT	hours
Vacation	accrued	VA	hours

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VALID LEAVE BENEFIT TRANSACTIONS

ID	TRANSACTION CODES
AT	01 15 27
CT	01 04 06 07 08 14 15 25 26 35 36 37 44 47 48 71 BL DW FM IE PI PT RI RN RT SI SN ST
DK	01 15 27
EH	01 04 05 14 15 24 36 37 44 71 BL DW FM PI PT RI RN RT SI SN ST
EM	01 15 27
FM	01 14 15 27
FL	10 15 27
HT	01 04 06 07 14 15 24 36 37 44 71 BL DW FM IE PI PT RI RN RT SI SN ST
HC	01 04 05 14 15 24 34 36 37 44 47 48 71 BL DW FM IE PI PT RI RN RT SI SN ST
HE	01 15 27
HI	01 04 05 14 15 24 35 71 BL DW FM IE PI PT RI RN RT SI SN ST
JD	01 15 27
MH	01 15 27
ML	01 15 27
MP	01 15 27
PH	01 04 10 14 15 24 34 35 36 37 44 46 48 71 BL DW FM PI PT RI RN RT SI SN ST
SL	01 02 10 14 15 24 37 44 45 BL DW FM PI PT RI RN RT SI SN ST
SW	01 15 27
UT	01 15 27
VA	01 04 10 14 15 24 34 35 36 37 44 45 46 47 48 71 BL DW FM IE PI PT RI RN RT SI SN ST

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ACCESSING THE LEAVE MESSAGE SYSTEM (LMS)

Accessing LMS (can only be accessed from the Main Menu)

To access the Leave Message System, key "MSG" in the ACTN field.
See example below:

ACTN: **MSG** SSN ____ _ LB ____ LV PRD ____

Press the **ENTER** key. The Leave Message Agency/Reporting Unit Selection screen will display.

Accessing the Batch Message Inquiry screen

- 1) From the Leave Accounting Agency/Reporting Unit Selection screen:
Key an **X** on the left next to the desired agy/unit.

OR

Key in the desired agy/unit numbers in the AGY/UNIT field at the bottom of the screen.

Press the **ENTER** key. The Leave Message Batch Selection screen will display.

- 2) From the Leave Message Batch Selection screen:

Key an **X** on the desired batch of messages.

Press the **ENTER** key. The Batch Message Inquiry screen will display.

Accessing the Employee Message Inquiry screen

The Employee Message Inquiry screen can be accessed from any of the LMS screens. To access:

Key the desired employee's Social Security Number in the SSN field.

Press the **ENTER** key. The Employee Message Inquiry screen will display.

Screen Movement

To move from one LMS screen to another:

- ☐ To access the Employee Message Inquiry, key a Social Security Number in the SSN field, then press the ENTER key.
- ☐ To access the Leave Accounting Batch Selection, key an agy/unit in the AGY/UNIT field, then press the ENTER key.
- ☐ Press one of the PF keys indicated at the bottom of the screen.

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PURGING MESSAGES

Messages can be purged by modifying the purge date using the "Leave Batch Purge Date Modification" screen.

Purging a batch of messages or changing the purge date

1) From the Leave Message Batch Selection screen:

- ◆ Key an **X** on the left next to the desired batch of messages.
- ◆ Press the **PF2** key. The Leave Batch Purge Date Modification screen will display.

Leave Batch Purge Date Modification Screen

To modify a "Purge Date":

- ◆ Key an **X** next to the Purge Date to be modified. Press the **ENTER** key.
- ◆ Type the new purge date over existing date. Press the **ENTER** key.

The screen will reappear displaying the new date. The transaction will reject if the modified purge date is prior to the entry date or greater than 30 days from the date the screen is accessed.

NOTE: The batch will be purged Close of Business (COB) on the purge date.

Messages can be purged using the "Employee Message Inquiry" screen.

Purging an employee's message

1) From any LMS screen:

- ◆ Key employee's Social Security Number in the SSN field at the bottom of the screen.
- ◆ Press the **ENTER** key. The Employee Message Inquiry screen will display.

Employee Message Inquiry Screen

To delete a message from the screen:

- ◆ Place an **X** in the field next to the purge date.
- ◆ Press the **PF2** key. The screen will display a verification of action message.
- ◆ Press the **ENTER** key. Message is deleted and a confirmation message will display.

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LEAVE BENEFIT SCREENS

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD	SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD
LB TRANSACTION ENTRY Post leave benefit transactions.	B50	X	X	LB INQUIRY¹ Displays <u>current</u> information for state service and leave benefit balances.	B10	N/A	N/A
LB VOID TRANSACTION ENTRY Void previously posted transactions for the leave benefit.	B52	X	*	LB DETAIL INQUIRY Displays <u>current</u> information for one benefit including: * Establishment Period * Accrual Rate * Balance	B12	X	N/A
LB ADD Establish accrued type benefits that are new for the employee.	B66	X	N/A	LB HISTORY SUMMARY CTO HISTORY SUMMARY Displays history of the requested leave benefit.	B14	X	*
LB ESTABLISHMENT PRD MAINT Add, modify, or delete establishment periods for an accrued benefit.	B68	X	N/A	LB TRANSACTION HISTORY INQUIRY Displays a history of leave benefit transactions for the requested benefit.	B16	X	*
NON-STANDARD RATE MAINT Add, modify, or delete a Non-Standard Rate for an accrued benefit.	B70	X	N/A	LB CHARACTERISTICS HISTORY INQUIRY History of Establishment Periods, Waiting Periods, Non-Standard Rates, and Vacation 10 month for one benefit.	B18	X	N/A
				LB LIST Displays all leave benefits ever established or created on the system for an employee.	B20	N/A	N/A

* If blank, all history will display beginning with oldest leave period.

X Required.

1 Accrued benefits will display if establishment period is "active" (i.e., Establishment Period END LV PRD equals 99/99). Earned and Usage Only benefits display if balance/total is greater than zero.

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STATE SERVICE SCREENS

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD	SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD
SS TRANSACTION ENTRY Update State Service transactions.	S50	N/A	X	SS HISTORY SUMMARY INQUIRY Displays the history of state service activities.	S14	N/A	*
SS VOID TRANSACTION ENTRY Void previously posted state service transactions.	S52	N/A	*	SS TRANSACTION HISTORY INQUIRY Displays a history of state service transactions.	S16	N/A	*
SS OUT-OF-SERVICE MAINT Do not use unless instructed by SCO.	S60	N/A	N/A				

* If blank, all history will display beginning with oldest leave period.
X Required.

MISCELLANEOUS SCREENS

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD	SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD
LV SYSTEM ELIGIBILITY MAINT Designate eligibility: LSE - Leave System Eligible NLSE - Not Leave System Eligible	P62	N/A	N/A	EMPLOYEE POSITION HISTORY INQUIRY Lists all EPH records.	P18	N/A	N/A
LB NON-ACCRUAL MAINT Identifies non-accrual months for temporary separations.	P64	N/A	N/A				

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NLSE

Not Leave System Eligible

Definition

NLSE designations are keyed on LAS for employees who, due to special circumstances, should not be included on the system.

EXAMPLE: Employee is in multiple/additional positions (multiple Position Sequences) and both positions are subject to State Service and Leave Benefits. LAS can only process State Service and Leave Benefits for one Position Sequence; therefore, the employee cannot be automatically maintained on LAS.

How to Key NLSE

To designate an employee NLSE use the P62 - Leave System Eligibility Maintenance screen. See CLAS Workbook, section **Leave System Eligible**.

Impact of NLSE

When an employee is designated NLSE, **all** PPT transactions will be ignored by LAS until an "LSE" designation transaction is keyed on the P62-Leave Eligibility Maintenance screen.

TRACK & FLAG PPT'S FOR EMPLOYEES DESIGNATED NLSE

LAS ignores **all** PPT transactions processed for employees designated NLSE. Because the system will not automatically determine eligibility for an employee designated NLSE, Turnaround PPT's should be tracked and flagged to insure that they are reviewed for leave system eligibility each time a PPT transaction is documented.

How to Flag

To flag the PPT, note in large RED letters "NLSE" at the top left corner of the PPT.

How to Track

Each time you prepare a PPT for an employee that has been designated NLSE, you must determine if the PPT will change the status of the employee to leave system eligible.

When documenting a PPT that is flagged "NLSE", review the employee's PPT transaction for LAS eligibility:

- If the employee's circumstances do not change and he/she remains ineligible, again flag the new Turnaround PPT.
- If the PPT transaction will change the employee's circumstances to eligible on LAS, key an "LSE" designation on the P62 - Leave System Eligibility Maintenance screen. See CLAS Workbook, sections **Leave System Eligible** and **New to Leave Accounting**.

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NON-STANDARD

Less Than Full Time

- ◆ Employee's EPH record on LAS is 3/8 timebase
- ◆ Effective 01/24/93 (02/93 leave period) employee is appointed to a second position at 1/4 timebase

➤ **Determine Total Timebases**

$$3/8 + 1/4 = 5/8 \text{ TOTAL TIMEBASE}$$

➤ **Calculate # Of Hours To Be Accrued Each Month Based On All Timebases**

$$\begin{array}{r} 5 \text{ (TB numerator)} \\ \times 8 \text{ (Full Time accrual rate)} \\ \hline 40 \\ \text{divided by } \div 8 \text{ (TB denominator)} \\ 5 \text{ (equals number of hours ee should accrue each month)} \end{array}$$

➤ **Non-Standard Rate Calculation**

$$\begin{array}{r} 8 \text{ (denominator of EPH fraction [3/8])} \\ \times 5 \text{ (number of hours ee should accrue each month)} \\ \hline 40 \\ \text{divided by } \div 3 \text{ (numerator of the EPH fraction [3/8])} \\ 13.3333 \end{array}$$

➤ Round up **13.334** (Non-Standard Rate)

Full Time

- ◆ EPH shows 3/8
- ◆ Total positions equal Full Time

➤ **Calculate The Non-Standard Rate**

$$\begin{array}{r} 8 \text{ (denominator of EPH fraction)} \\ \times 8 \text{ (FT accrual rate)} \\ \hline 64 \\ \text{divided by } \div 3 \text{ (numerator of the EPH fraction [3/8])} \\ 21.3333 \end{array}$$

➤ Round up **21.334** (Non-Standard Rate)